

July 16, 2018

Board President Larry Jirsak called the meeting to order at 3:30 p.m. in the library boardroom.

Roll Call

The following members were present: Larry Jirsak, Earl Underwood Shari Kment and Lori Dahl. Also present was Library Director Tina Walker and Senior Office Associate Tracy Parr. Tracy will be recording the meeting minutes.

Notice of Meeting and Agenda

The meeting was preceded by publicized notice in the Fremont Tribune and the agenda displayed in the municipal building, online at www.fremontne.gov/library and distributed. A copy of the open meeting law is posted continually for public inspection and is located near the entrance to the Board Room.

Reading of Minutes

Board Member Underwood moved to approve the June 18th minutes. Board Member Dahl seconded it. Carried.

New Business –

1. Expansion Project. City Administrator Brian Newton, Assistant City Administrator Shane Wimer, and Director of Finance Jody Sanders attended the meeting to discuss bid and quote process for the expansion. Discussion was held, that the Library board believed the Alley Poyner Macchietto was hired for the entire project. City Administrator Brian Newton, after much debate, stated that the project was required to go back to bid for project manager/architect firm to oversee phases 2 and 3. Per Director Walker the project is currently in fundraising for phase 1 and likely won't reach phase 2 until Fall 2019 or Spring 2020, because fundraising funds need to be secured before moving on. At that time, the project will go out to public bid for architect firms for project manager. City Administrator Brian Newton advised Director Walker to do a change order of the current purchase order for Alley Poyner Macchietto as approved by City Council to cover additional costs for support provided by Alley Poyner Macchietto for the remainder of phase 1.
2. Resident Juvenile Cards. Director Walker discussed that library cards for minor were changed to resident juvenile cards to prevent them going to collections.
3. Unique Management. Director Walker expressed staff desire to bring account collection processes back to in-house and to cancel contract with Unique Management. She advised this is on the horizon in the future and she will be coming back to the Library Board for approval.

Unfinished Business - Technology Plan. At the last board meeting on June 18th board members were given the technology plan to review for edits and changes. Director Tina Walker will take their edits under advisement and make changes. The next step is to meet with IT Manager Nick Brand to discuss input on the library's technology plan.

Reports

1. Directors Report – See attached document.

With no further business, motion to adjourn was made at 5:00 p.m. with Board Member Underwood making the motion and Board Member Dahl seconding it. Carried.

(Signed) by Tina Walker, Library Director

Keene Memorial Library

Request for Architectural Qualifications and Interview Format and Schedule

Issued: May 23, 2017

**Informational
Submittals Due:** 3:00 PM Central Daylight Savings Time
June 30, 2017

Interviews: 4:15 PM – 9:00 PM
July 12, 2017

Introduction

Keene Memorial Library was opened in Fremont, NE in 1971 as a 21,852 square foot facility. In 1986, a small unattached building, 1,578 square feet, was built to increase space for programming. Due to the inefficiencies of the building, this is to be demolished as well as the house/garage owned by the Library. In 2010, the library was remodeled to include new paint throughout, a new HVAC system, and carpet throughout.

Service and operational patterns have changed in the intervening years such that an expansion of the building is appropriate. The Interview Committee, comprised of the Keene Memorial Library Staff, Expansion Committee, and Library Advisory Board, have developed an initial list of desired changes and improvements. Architectural services are sought to lead this reconfiguration. A pre-qualified list of four firms was selected for consideration.

Funds are available from the Friends of Keene Memorial Library group and from the Friends of Keene Memorial Library, A Trust, trust fund. Additional funds are to be secured through fundraising and grants.

To request a walk-through please contact the Library Director, Tina Walker, to schedule a time to meet. Please call 402-727-2694 or email tina.walker@fremontne.gov.

Initial list of desired changes and improvements

1. Demolish the East Building, house and garage
2. Put in a 2-story expansion to the east of the main building with:
 - a. First floor children/teen area
 - i. Staff office
 - ii. Storage room
 - iii. Programming room
 - iv. Main book area with shelving for children
 - v. A children's/teen Gender neutral family-restroom single use (if possible)
 - b. Second floor a community meeting room with capacity of 150 that can be split into smaller meeting rooms with a divided wall – possibly computer lab
 - i. Kitchenette on the 2nd floor for meeting room
 - ii. Storage for tables and chairs
 - iii. Restrooms on the 2nd floor for the meeting space

- c. An elevator to the 2nd floor that is ADA compatible
3. Connect the new expansion to the old structure on the 2nd floor

Scope of the Work

Services provided by the architectural firm are to include the following.

- Work with the Expansion Committee, Library Advisory Board and Library Director to refine and finalize the project's vision and goals.
- Provide planning for site, schematic design, exterior image, and budget using a community based planning process.
- Provide plan drawings, colored elevations, and other drawings for use in project promotion.
- Support funding efforts by providing marketing materials and participating in community meetings.
- Provide all ensuing architectural services necessary to create construction drawings and to specify, bid, construct, furnish/equip, and provide construction administration for the expanded library facility and site.

Information to be Included in Firm's RFQ Response

Please provide the following information in a concise manner, clearly labeled, and in the order requested. Additional material may be included in the form of appendices.

1. **Firm Contact Information:** Please provide this information on its own page and include the email address for the team member who is to receive selection process communications.
2. **Project Team:** Identity for all primary personnel to be assigned to the project, providing their experience and credentials.
3. **Three library projects or other projects** the firm wishes to cite completed by the firm or the project architect within the last five years. For each project provide the following:
 - a. Client name and contact person with position, address, telephone
 - b. Project and design architects, interior designer
 - c. Project description including completion date
 - d. Gross square feet
 - e. Pre-bid estimate of construction costs and the actual cost of construction
 - f. Total project cost
 - g. Floor plan and photographs or drawn renderings of selected exterior and interior views
4. **Respond to the following questions:**
 - a. How will the firm involve the Board, staff, and community in the design process?
 - b. How does your firm ensure the quality and timeliness of the work by project contractors?

Interview Schedule and Format

The time for each firm's interview was determined by lot. The interviews will be conducted at Keene Memorial Library. When you arrive please announce your presence at the Circulation Desk and wait in the first-level seating area until the Interview Committee is ready for your set-up and presentation.

Schedule July 12, 2017

- 4:15 to 5:15 BVH Architecture
- 5:30 to 6:30 Alley Poyner Macchietto Architecture
- 6:45 to 7:45 Clark Enerson Partners
- 8:00 to 9:00 Holland Basham Architects
- 9:10 to completion Selection of Preferred Firm

Format

- Introductions
- Architect's Opening Presentation
- Interview Committee Questions
- Architect's Closing Remark

Each interview will last no more than one hour. About 35 minutes of the time is for the firm's presentation. The firm may use their time to address whatever issues it deems important. The presentation team at the interview should only include persons who will be working on the project. The remainder of the time should be reserved for questions by Interview Committee. Please be respectful of the committee's time for questions. At the conclusion of the interviews there will be a short break and then the Interview Committee will reconvene to evaluate the presentations and select a preferred firm.

Please let the Library Director, Tina Walker, know if you have any electrical or equipment requirements for your presentation other than power for a laptop and digital projector. Feel free to contact her if you have any process or logistical questions about the interviews and the selection process.

Selection Process

The process is based on the "qualifications based selection" model. The project is awarded to the firm considered to be best suited for the project. The firm is not selected on a bid basis. The preferred firm is requested to submit a proposed contract. The library, and other entities as appropriate, review the contract. Clarifications and revisions are requested as necessary. The Interview Committee approves the ultimate contract or rejects the proposal and, if necessary, requests another of the interviewed firms to submit a proposed contract.

Interview Participants

Interview Committee

- Tina Walker, Library Director
- Jeff Hoffman, Chair of Expansion Committee
- Larry Jirsak, President of Library Advisory Board
- Lori Dahl, Library Advisory Board
- Sherri Kment, Library Advisory Board
- Earl Underwood, Library Advisory Board
- Mandy Ostdiek, Library Advisory Board/Expansion Committee member
- Other Expansion Committee members are possible – we will update as we know

Administration

1. **Issuance:** This RFQ is issued by the Keene Memorial Library.
2. **Closing Date:** **Five (5) copies** to the firm's response to this Request for Qualifications must be received in the office of Director Tina Walker no later than 3:00 pm, Central Daylight Savings Time, June 30, 2017.

Tina Walker, Director
Keene Memorial Library
1030 N Broad Street
Fremont, NE 68025
402.727.2694

3. **Acceptance/Rejection of Proposals:** The Keene Memorial Library intends to award the project to the firm who best satisfies the needs of the Library. This request for proposal does not commit the Library to award a contract or share in the expense of preparing a proposal. Any submittal not received on or before the stated deadline or not addressing the required points may be rejected. The Library reserves the right to reject any or all submittals, to waive any irregularities, and to make the final determination as to the best architect for the project.

15 August 2017

Jeff Hoffman
Chair of Expansion Committee
1030 N. Broad St.
Fremont, NE 68025

RE: PROPOSAL FOR ARCHITECTURAL PRE-DESIGN SERVICES
Keene Memorial Library

Dear Jeff:

Thank you for the opportunity to provide an Architectural Services proposal for the pre-design phase of the Keene Memorial Library Project in Fremont, Nebraska.

We are looking forward to working together and helping you develop current and future programming needs that will bridge the Keene Memorial Library into the 21st Century.

DESCRIPTION OF THE PROJECT: Provide Pre-design architectural services to evaluate the existing Library space and propose renovation and addition options to accommodate future growth.

SCOPE OF WORK:

1. Work with the Expansion Committee, Library Advisory Board and Library Director to refine and finalize the project's vision and goals.
 - a. Examine the current space allocation for each different function area within the library, including printed and non-print collections, meeting room size & quantity, seating areas, storage, technology and staff work areas.
 - b. Complete a demographic analysis of the Library's service areas.
 - c. Project the City's requirement for library services and information technology for the next twenty years.
 - d. Compare the existing facility to national standards, projected growth of the community, and the library and information technology capacities, services and statistical data, and funding sources of comparable communities.
2. Conduct outreach meetings, including focus groups and town hall meetings using a Community based planning process. This scope will include:
 - a. (2) Town-hall Meetings
 - b. (2) One-day community outreach sessions
 - c. (2-3) Additional site visits to meet with staff and committees and to review design options.
 - d. (2) Web based surveys
3. Report the results from the outreach sessions and space recommendations as part of a Space Needs Assessment Document.
4. Identify recommended building modifications/expansion to accommodate the future needs of the library. Documentation of the final scheme to support funding efforts. This scope will include:

- a. Concept site plan and floor plans indicating overall building layout and space adjacencies
- b. (2) renderings depicting the concept of the building
5. Identify order of magnitude construction costs associated with the improvements based on other recent similar projects.

SERVICES NOT INCLUDED:

1. Detailed construction drawings
2. Geotechnical services.
3. Property survey.
4. Environmental investigation or mitigation services.
5. Detailed Cost estimating

FEE PROPOSAL: Based on the above outlined scope of services we propose the following fee:

1. Pre-Design Architectural Services: Fixed fee of Forty-Two Thousand Dollars (\$42,000)
2. In addition to the fees outlined above standard reimbursable expenses such as mileage, long distance phone charges, incidental printing costs, and delivery charges will be billed at cost plus a 10% fee.

→ 560,000
7-8% total const. cost
monthly billing

After reviewing this letter please feel free to contact me with any questions you might have.

Thank you again for allowing us the opportunity to provide services for this project.

Sincerely,

ALLEY POYNER MACCHIETTO ARCHITECTURE INCORPORATED



Dan Dolezal
Project Manager



*Received
5/20/18*

15 August 2017

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Chair of Expansion Committee
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Sincerely,

ALLEY POYNER MACCHIETTO ARCHITECTURE INCORPORATED



Dan Dolezal
Project Manager

ACCEPTED BY:

Title

Date

RESOLUTION NO. _____

5/29/18
City Council
Consent Agenda

**A Resolution of the City Council of the City of Fremont, Nebraska,
authorizing the City Administrator to execute a payment fee schedule with
Alley Poyner Macchietto for the initial work on the library expansion project.**

WHEREAS, the Keene Memorial Library was approved by city council in March of 2017 to move forward with a capital campaign for the library expansion project and \$800,000 was budgeted, over 2 years, for the architect fees for the project.

WHEREAS, the Friends of Keene Memorial Library, a 501C3 organization spearheading the expansion project, took bids from 3 architect firms in June 2017. FOKML and the library advisory board selected Alley Poyner Macchietto as the firm for the expansion project.

WHEREAS, the fee schedule includes Pre-Design Architectural Services: Fixed fee of Forty-Two Thousand Dollars (\$42,000) and in addition to the fees outlined above standard reimbursable expenses such as mileage, long distance phone charges, incidental printing costs, and delivery charges will be billed at cost plus a 10% fee.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Council accept the Payment fee schedule and authorize the City Administrator to execute payment.

PASSED AND APPROVED THIS ____ DAY OF _____, 2018

Scott Getzschman, Mayor

ATTEST:

Tyler Ficken
City Clerk

Library Directors Report

16 July 2018

News

- Summer Reading Program huge success. All events were greatly attended. Feedback from the SRP community was outstanding in regard to the expansion project. Won't have statistics and results to share until staff returns from leave.
- Jon Kuddes fixed all out landscaping and did an amazing job.
- A Trust is working on the Smith house. Son, John Smith, inherited the house in a reverse mortgage. Not sure the standing. A Trust Board is working on finding us information.
- Still working on revamping all policies and procedures. New manual will copy other libraries' formats.
- Proctoring students is going well. Have 2 students from Clarkson and Univ of Missouri Columbia coming every week for testing.
- Working with DU to find a suitable outlet to charge the Electric Vehicle we received last week. The car will be used for in-town errands and meetings. Will reduce reimbursement costs for library.

Staffing

- We are fully staffed for the moment, however we are short 1 full-time staff member who is on extended leave.
- Once expansion goes through, we will need to look at adding another staff member. Prefer a full-time staff for marketing, promotion, business, and outreach. We also need another supervisor to help cover hours. This person could serve both roles.